



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB POSTING

**Opening Date: 06/02/2015**

**Closing Date: 06/16/2015**

**Position Title:** Alcohol & Other Drug Counselor

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**Department:** Tule River Alcohol Program

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**Work Schedule:** Part-Time/ Varies

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**Wage Rate:** Certified Pay Range II: \$13.03 /Hr. / Overtime Eligible  
Non-Certified Pay Range 10: \$12.41/ Hr. / Overtime Eligible

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If you are interested in this position, please submit the following:

- Completed Application
- High School Diploma or GED
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

**Submit To:**

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

Approved by TRTC: 03/26/2013



# TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

## JOB DESCRIPTION

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**POSITION:** Alcohol & Other Drug Counselor **WORKPLACE:** Tule River Alcoholism Program  
1012 N. Reservation Rd.  
Porterville, CA 93257

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### GENERAL POSITION DESCRIPTION:

The Alcohol & Other Drug Counselor is responsible for the provision of clinical services to Native American adult men.

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### DUTIES AND RESPONSIBILITIES:

1. Evaluate the psychological, social, and physiological signs and symptoms of alcohol and other drug abuse.
2. Provide an overview to the client by describing program goals and objectives for client care.
3. Provide an overview to the client by describing program rules and client obligation and rights.
4. Identify methods and procedures for obtaining corroborative information from significant secondary sources regarding clients' alcohol and other drug abuse and psycho-social history.
5. Apply techniques to assist the client, group, and/or family in examining the client behavior, attitudes, and/or feelings if appropriate in the treatment setting.
6. Individualize counseling in accordance with cultural, gender, and lifestyle differences.
7. Interact with the client in an appropriate therapeutic manner.
8. Elicit solutions and decisions from the client
9. Implement the treatment plan.
10. Recognize the elements of the client crisis.
11. Implement an immediate course of action appropriate to the crisis
12. Enhance overall treatment by utilizing crisis events.
13. Present relevant alcohol and other drug use/abuse information to the client through formal and/or informal processes.
14. Adhere to applicable laws, regulations and agency policies governing the disclosure of client-identifying data.
15. Responsible for timely and accurate completion of client notes, charts, reports, and other documentation related to the treatment and progress of clients in the program. These reports include but are not limited to individual and weekly progress notes, documentation of attendance and participation in-group didactics.
16. Provides written reports to the senior counselor on the status of each client
17. Keep accurate records and data collected relative to contacts, mileage, meetings and hours worked

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18. Maintain confidentiality IAW with HIPPA regulations
19. Report any problems to the senior counselor
20. Provide individual, group counseling and crisis intervention.
21. Transport clients to meetings, gatherings, Pow-Wow's, etc.
22. Ability to supervise clients
23. Ability to lift up to 50 lbs.
24. Good organization and documentation skills
25. Other duties as assigned by the Senior Counselor or the Program Director

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#### QUALIFICATIONS:

1. Must possess high school diploma or GED.
2. Certified or willing to obtain an IAAC alcohol and drug certification within six months of employment.
3. 2-3 years of experience providing or coordinating social services, preferably within a drug or alcohol treatment setting or transitional housing environment.
4. Must possess a valid California driver's license and be insurable through the tribe.
5. Must have a minimum of two years of sobriety.
6. Possess an in-depth knowledge of Native American culture.
7. Must have reliable transportation

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#### WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required when providing phone assistance. This job also will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

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**This position reports to:** Senior Counselor/ Program Director

**Salary Range:** Non Certified-Pay Range 10: \$12.41/Hr  
Certified-Pay Range 11: \$13.03/Hr  
Paid Bi-Weekly/ Overtime Eligible

**Hours:** Part-Time/ Varies

**Benefits:** None

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**PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT**